

CHICOPEE COUNCIL ON AGING  
Providing Quality Community Services

Sandra Lapollo  
Executive Director

***COUNCIL ON AGING ANNUAL MEETING AGENDA***  
***September 15th, 2009***  
***4:45 P.M.***

*Pledge of Allegiance*

*Business Reports:*

*Minutes of previous meetings*  
*Financial Report*  
*Director*  
*S.A.L.T. Council*  
*Grandparents As Parents*

*Committee:* *Building: Update*  
*Nominating Committee: Election of Officers for FY 2010*

*Old Business:*

*New Business:* *Formula Grant FY 2010*  
*Repairs to Van*  
*Public Computer Access Policy*  
*Business Plan*

*Correspondence:*

*Adjournment:*

*IF YOU HAVE ANY ITEMS FOR THE AGENDA, PLEASE CONTACT THE DIRECTOR OR THE CHAIRPERSON BY 4 P.M. ON MONDAY, SEPTEMBER 14 TH.*

*IF YOU CANNOT ATTEND THE MEETING: you must call the director or the chairperson prior to the meeting in order to have an excused absence.*

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EXECUTIVE DEPT.  
CITY OF CHICOPEE  
2009 SEP 11 P 4:08

## CHICOPEE COUNCIL ON AGING

Minutes June 9, 2009

**Attendance:** Wilfred Tisdell, Susan Tawrel, Harvey Lafleur, June Landa, Edna Doucette, David Lee, Estelle Lee, Sheryl Gelinis, Charles Desmarais, Jr., Ruth Vanderlick, Kathleen Olbrych, Diane Dubreuil, Helen Banas **Staff:** Sandra Lapollo **Excused:** Sandra Peret

**Meeting** was called to order at 4:45 PM by Vice-Chairperson Charles Desmarais. Pledge of Allegiance followed.

**Minutes** of May meeting approved (E.Lee/Tisdell).

**Financial Report** approved and placed on file for audit (Lafleur/Dubreuil). Sandra noted that she felt there will be enough funds to pay past and present bills through June 30.

**Director's Report (attached)** Update on Facemate location. An advertisement has been placed for a project manager. Tom Haberlin and an engineer from Mass Development will be overseeing the property development. The engineer will be contracted for the oversight of Uniroyal property and it will be extended to cover the section planned for the center for soil and environmental tests. DPW will clear part of the property and will dig approx 6 feet down to bring up samples of the fill in the land. Once an architect has been chosen and plans for the building and location is in place, borings will be done.

Sandra reported that the next Center newsletter will be late because of the volunteer dinner. Rugs will be cleaned on July 2<sup>nd</sup> and the Center will be closed on the 3<sup>rd</sup> in recognition of the July 4<sup>th</sup> holiday. Monday A.M. all furniture will be put in place.

**S.A.L.T. Council:** No meeting/no report. Ruth Vanderlick said she attended the Chicopee City Council Meeting when the poster winners were announced and given their rewards and it was very successful.

**Grandparents as Parents:** Meetings are held monthly with approx. 14 Parents and 6-10 children.

**Building Committee: Visit to Uniroyal Site** The trip was very successful. The meeting and tour was chaired by Mayor Bissonnette and the site was well received by all who attended. A motion was approved to send the Mayor a letter endorsing pursuing the center project in a location toured near the river at the Old Uniroyal site. This support is conditional to appropriate findings of the soil and environmental issues (Banas/Lafleur).

**Nominating Committee:** Sue Tawrel reported that the nominating committee had met and was presenting the following slate of officers for the upcoming year. Charles Desmarais, Chairperson, June Landa, Vice-Chairperson, Sandra Peret, Recording Secretary and Helen Banas, Treasurer. Report accepted (Tisdell/Doucette).

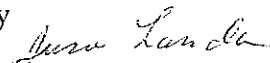
**New Business: Director's Job Description.** It was moved and approved that the Property Tax Work Off Program be included in the director's job description (Banas/Peret)

**Summer Meetings:** The July and August meetings will not be held. Next meeting, the annual meeting, will be held on September 15<sup>th</sup> at 4:45 PM (Landa/Tisdell).

**Correspondence:** A card of thanks was received from Armand St.Marie for being included in the Veterans interviews. As of today, there have been 55 Veterans taped.

**Adjournment:** Meeting was adjourned at 5:45 P.M. with the condition that meetings may be called this summer at the will of the chairperson (Lee/Tisdell)

Submitted by



June Landa, Secretary

**JULY & AUG 2009**

<b>PERSONNEL Allocation</b>	<b>BEG BAL</b>	<b>PREV EXPENDED</b>	<b>EXPENDED JULY/AUG</b>	<b>YTD EXPENDE D</b>	<b>% YTD EXP</b>	<b>ENDING BAL</b>
DIRECTOR	\$58,204.00	\$0.00	\$8,517.82	\$8,517.82	14.63%	\$49,686.18
OFFICE MANAGER	\$34,292.79	\$0.00	\$4,992.82	\$4,992.82	14.56%	\$29,299.97
TRANSPORTATION	\$41,151.35	\$0.00	\$6,329.25	\$6,329.25	15.38%	\$34,822.10
SUB TRANS CO	\$2,795.58	\$0.00	\$46.14	\$46.14	1.65%	\$2,749.44
DRIVERS	\$36,268.58	\$0.00	\$5,280.37	\$5,280.37	14.56%	\$30,988.21
CLERK	\$30,985.92	\$0.00	\$4,511.36	\$4,511.36	14.56%	\$26,474.56
JANITOR	\$16,453.44	\$0.00	\$2,395.52	\$2,395.52	14.56%	\$14,057.92
HEALTH FIT COORD	\$37,910.25	\$0.00	\$5,519.50	\$5,519.50	14.56%	\$32,390.75
PROGRAM COORDINATOR	\$25,347.94	\$0.00	\$5,543.48	\$5,543.48	21.87%	\$19,804.46
NURSE	\$11,118.65	\$0.00	\$2,204.55	\$2,204.55	19.83%	\$8,914.10
LONGEVITY	\$800.00	\$0.00	\$400.00	\$400.00	50.00%	\$400.00
PROGRAM ASSISTANT	\$6,305.35	\$0.00	\$1,842.97	\$1,842.97	29.23%	\$4,462.38
PT OFF RECEPTIONIST	2036.96	\$0.00	\$0.00	\$0.00	0.00%	\$2,036.96
<b>TOTAL PERSONNEL</b>	<b>\$303,670.81</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>0.00%</b>	<b>\$303,670.81</b>

\*Adjustments to Budget Amt.

\*\*Adjustment to Prev. Exp. Amt.

<b>OPERATING EXPENSES</b>	<b>BEG BAL</b>	<b>PREV EXPENDED</b>	<b>EXPENDED JULY/AUG</b>	<b>YTD EXPENDE D</b>	<b>%YTD EXP</b>	<b>ENDING BAL</b>
LIGHT & POWER	\$8,776.00	\$0.00	\$1,807.13	\$1,807.13	20.59%	\$6,968.87
GAS - HEAT	\$9,700.00	\$0.00	\$316.29	\$316.29	3.26%	\$9,383.71
WATER	\$847.00	\$0.00	\$230.72	\$230.72	27.24%	\$616.28
SEWER USAGE FEES	\$847.00	\$0.00	\$312.84	\$312.84	36.94%	\$534.16
REPAIRS TO EQUIPMENT	\$4,500.00	\$0.00	\$1,245.18	\$1,245.18	27.67%	\$3,254.82
TRAINING	\$1,142.00	\$0.00	\$0.00	\$0.00	0.00%	\$1,142.00
CATERING	\$1,700.00	\$0.00	\$190.77	\$190.77	11.22%	\$1,509.23
TRANSPORTATION	\$1,360.00	\$0.00	\$0.00	\$0.00	0.00%	\$1,360.00
PRINTING	\$1,300.00	\$0.00	\$0.00	\$0.00	0.00%	\$1,300.00
POSTAGE	\$4,751.00	\$0.00	\$0.00	\$0.00	0.00%	\$4,751.00
ADDITIONAL PROGRAMS	\$800.00	\$0.00	\$0.00	\$0.00	0.00%	\$800.00
SPECIAL SERVICES	\$352.50	\$0.00	\$314.11	\$314.11	89.11%	\$38.39
OFFICE SUPPLIES	\$3,800.00	\$0.00	\$524.73	\$524.73	13.81%	\$3,275.27
JANITOR SUPPLIES	\$4,000.00	\$0.00	\$1,191.03	\$1,191.03	29.78%	\$2,808.97
MISC DEPT SUPPLIES	\$805.00	\$0.00	\$0.00	\$0.00	0.00%	\$805.00
TRAVEL	\$810.00	\$0.00	\$0.00	\$0.00	0.00%	\$810.00
MEMBERSHIPS	\$200.00	\$0.00	\$55.00	\$55.00	27.50%	\$145.00
<b>TOTAL OPERATING EXP</b>	<b>\$45,690.50</b>	<b>\$0.00</b>	<b>\$6,187.80</b>	<b>\$6,187.80</b>	<b>13.54%</b>	<b>\$39,502.70</b>
<b>GRAND TOTAL EXPENSES</b>	<b>\$349,361.31</b>	<b>\$0.00</b>	<b>\$6,187.80</b>	<b>\$6,187.80</b>	<b>\$0.14</b>	<b>\$343,173.51</b>

\*Adjustments to Budget Amt.

\*\*Adjustment to Prev. Exp. Amt.

FORMULA GRANT FY 10	BEG BALANCE	PREV EXPENDED	EXPENDED JULY& AUG	YEAR TO DATE EXP	ENDING BALANCE	% USED
SOCIAL SERVICE COORD	\$45,839.98	\$0.00	\$6,674.02	\$6,674.02	\$39,165.96	14.56%
PROGRAM COORDINATOR	\$6,726.74	\$0.00	\$0.00	\$0.00	\$6,726.74	0.00%
PROGRAM ASSISTANT	\$6,354.28	\$0.00	\$0.00	\$0.00	\$6,354.28	0.00%
FITNESS RM ATTENDANT	\$1,018.56	\$0.00	\$0.00	\$0.00	\$1,018.56	0.00%
OUTREACH WORKER	\$2,240.80	\$0.00	\$148.32	\$148.32	\$2,092.48	6.62%
MCOA DUES	\$1,600.00	\$0.00	\$0.00	\$0.00	\$1,600.00	0.00%
SR TIMES PRINTING	\$4,256.00	\$0.00	\$0.00	\$0.00	\$4,256.00	0.00%
SR TIMES MAILING	\$15,477.20	\$0.00	\$0.00	\$0.00	\$15,477.20	0.00%
SENIOR COMPANION	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
SR COMPANION MILEAGE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
TRANING/CONF	\$700.00	\$0.00	\$0.00	\$0.00	\$700.00	0.00%
EXTENDED HOURS						
SOCIAL SERV COORD	\$802.89	\$0.00	\$0.00	\$0.00	\$802.89	0.00%
PROGRAM COORDINATOR	\$666.88	\$0.00	\$0.00	\$0.00	\$666.88	0.00%
OFFICE MANAGER	\$600.64	\$0.00	\$0.00	\$0.00	\$600.64	0.00%
PROG ASSISTANT	\$94.64	\$0.00	\$0.00	\$0.00	\$94.64	0.00%
HEALTH/FITNESS COORD	\$249.00	\$0.00	\$0.00	\$0.00	\$249.00	0.00%
TOTAL	\$86,627.61	\$0.00	\$6,822.34	\$6,822.34	\$79,805.27	7.88%
FRIENDS ACCOUNT FY '10						
ACCOUNT	7/1/09 BEG BAL	BAL AS OF 6/30/09	JULY/AUG DONATIONS	JULY/AUG EXPENDED	YTD EXPENDED	8/31 BALANCE
COA			\$0.00	\$0.00	\$0.00	
LUSSIER			\$10.00	\$0.00	\$0.00	
LIFE TIMES			\$1,096.00	\$0.00	\$0.00	
VAN			\$1,447.00	\$0.00	\$0.00	
BUILDING *			\$5,337.29	\$0.00	\$0.00	
*\$14,000.00 has been transferred to a CD at an annual yield of 5.20%						